

Materials Order Form

Commission Use Only

Receipt # _____

Mailed _____

Purchase Information

Real Estate publications that are listed as “free” can be ordered by mail, fax, phone, e-mail, or in person. Publications requiring payment must be ordered by mail or in person. Please allow 3-5 business days to process your order.

Here’s how to order:

- ❖ **By Mail:** Mail the completed form with the proper fee to:
Idaho Real Estate Commission (IREC)
Attn: Jesama Rosensweig
PO Box 83720
Boise, ID 83720-0077
- ❖ **By Fax:** For free publications ONLY, fax the completed form to 208-334-2050 ATTN: Jesama.
- ❖ **By Phone:** For free publications ONLY, call our library at 208-955-8469 or 866-447-5411 ext. 106 toll free within Idaho.
- ❖ **By e-mail:** For free publications ONLY, e-mail Jesama.Rosensweig@irec.idaho.gov
- ❖ **In Person:** Bring this completed form to 633 N. 4th St., Boise.

Acceptable Payment Methods:

- ❖ Personal Check
- ❖ Cashier’s Check

- ❖ Money Order
- ❖ Cash (in person and only for exact amount)
- ❖ Credit Card (in person only w/photo ID)
 - MasterCard, VISA, American Express

Make checks payable to:

Idaho Real Estate Commission (IREC)

Miscellaneous Information

- ❖ Prices are subject to change
- ❖ Orders received without sufficient payment will be returned
- ❖ All sales are final
- ❖ Allow 2-4 weeks for delivery
- ❖ Most publications & materials are available to download from the Commission’s website at www.irec.idaho.gov

Refund Policy

Because of rising costs associated with issuing a refund, it is the policy of the Idaho Real Estate Commission to refund overpayments of under \$25 only if requested in writing within 30 days of the Commission’s receipt of the overpayment.

Overpayments of \$25 or more will be automatically refunded to the licensee. There will be a \$20 fee assessed for each check returned to the Commission for insufficient funds.

PART A: Material Requested		Cost	Quantity	Extd. Cost
2007 License Law & Rules Book		\$1.88		
Agency Law In Idaho Brochure (25/pkg) (Revision July 2007)	1-4 pkg	\$5.94 ea		
	5-9 pkg	\$4.46 ea		
	10+ pkg	\$2.97 ea		
Business Conduct & Office Operations <i>correspondence course (No tax)</i>		\$20.00		
C2007 Continuing Education Core Course Tape <u>purchase</u> (Includes 1 copy of outline, but does not include an exam)	VHS	\$60.00		
	Audio Tape	\$60.00		
	Audio CD	\$60.00		
	Video DVD	\$60.00		
	Addl Outline	\$4.72		
Licensing Packet		Free		
Guidelines: Guideline Number & Title _____		Free		
Investigative & Hearing Process Brochure		Free		
License Manual		Free		
The Real Estatement (indicate Month & Year) _____		Free		
Part B: Shipping Information				
Name _____			Subtotal	
Business Name & Address _____			Add 6% Sales Tax	
City _____	State _____	Zip _____	Total	
Phone _____	Fax _____		If your organization is tax exempt, you must include a copy of your tax-exempt form.	
E-Mail _____				